



949 West Alameda Street, Santa Fe, NM 87501
Phone: 505-992-9880 Fax: 992-9895
Email: www.santafecountynm.gov

Job Title: Case Manager

Department/Division:	Corrections		
Salary:	\$14.9726/hr - \$22.4589/hr	Range:	19
Position Status:	Full-Time/ Classified		
FLSA Status:	Covered		
Closing Date:	January 20, 2017		
Job #:	#1-2017-022		

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only to provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

Primary Purpose:

Ensure that all program requirements are met. Provides support and structure with individual participants, program plans and make program decisions at the discretion of the program supervisor.

Essential Job Functions:

- Provides leadership to lower-classified employees through work ethics, review of job results and technical instruction or training. Documents and responds to all reported violations.
- Prepares written personalized program for each participant to establish measurable criteria of expected behavior and accomplishments and a time frame for achieving specified goals. Review plan with participant on a weekly basis and document progress and/or revisions so the participant is gaining the life skills necessary to be successful in the community. Assist participants to establish personal budget, enroll in educational and vocational programs and participate in family and community activities as appropriate.
- Make hand written entries into confidential participant files to provide the structure for case analysis and program planning and to provide documentation of program participation. Verify participants' job to ensure the employment is suitable under established program plan.
- Participate in staff meetings by sharing observations and recommendations regarding the facility, participants and staff in order to identify and solve problems

and functions as a unified team. Maintain confidentiality regarding employees, and participants.

Knowledge / Skills :

- Write legible reports in English using correct grammar.
- Ability to add, subtract, multiply, divide and calculate percentages.
- Ability to effectively interact with others; communicate verbally; react quickly and appropriately to emergency situations.
- Knowledge of the correctional and judicial systems and familiar with case management and management techniques.
- Thirty (30) credit hours in sociology, psychology, or criminal justice is desirable.

Minimum Qualifications

- High School diploma or equivalent and three years of relevant experience in corrections or law enforcement performing duties specifically relevant to the essential job functions and knowledge and skills defined herein. Relevant experience and education may be substituted on a year for year basis with 1 year equal to 30 credit hours.
- Must pass background check (driver's license, criminal history, and wanted persons).
- Must possess a valid New Mexico Class D driver's license. Incumbent may be appointed to drive a Santa Fe County vehicle while conducting County business.

Working Conditions:

Detention center setting. Office areas are well illuminated and are relatively quiet. Frequent standing, walking, sitting, bending, lifting (75 lbs max.); must be able to visually observe residents/inmates and staff; hear understand, and interpret resident/inmates and employee behavior; detect odors through sense of smell for such things as marijuana and alcohol. Participants may be argumentative and confrontational at times, requiring quick reflexive responses. Work is primarily in an office environment. Some fieldwork may be required in various weather conditions. Neighborhoods may be unsafe, especially at night, with possible criminal/gang related activities. May be required to work evening and weekend hours. Incumbent will be subject to random pat down searches. Manual and finger dexterity required. Essential employees shall be required to work assigned shifts regardless of adverse weather conditions or holidays.

Conditions of Employment:

Selected candidate must submit to and pass a County paid pre-employment physical and drug/alcohol screening. Additionally, selected candidate must submit to and pass a county paid criminal background screening. Selected candidate must possess and maintain a valid New Mexico Class D Drivers License as incumbent shall be appointed to drive a County vehicle during the performance of his/her duties.

Submit Applications to:

**Santa Fe County Human Resources
949 West Alameda Santa Fe, NM 87501**

**Resumes will not be accepted in lieu of the official Santa Fe County employment application.
Proof of education, certificates and/or endorsements must be attached to each application.**